

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-3172

For: State and County Offices

Ameresco AXIS User Training

Approved by: Associate Administrator for Operations and Management



1 AgLearn Training and Ameresco Access Form

A Background

The Utility Vendors System (UTVN) is being replaced by Ameresco, using Ameresco's AXIS payment system. UTVN is scheduled to be decommissioned in December 2013. Incremental implementation of AXIS is by State. FSA Kansas City will provide the Office of the Chief Financial Officer (OCFO) with the lines of accounting based on what is already loaded in UTVN and/or Telephone and Utilities Maintenance System (TUMS).

B Purpose

This notice provides the implementation schedule for AXIS (Exhibit 1), AgLearn schedule for AXIS training, and additional information about obtaining access to AXIS. Any employee with current UTVN/TUMS access should take this training; however, all State and/or County Office employees are encouraged to do so.

C Action

User AgLearn profile information will be used to establish accounts in AXIS. The user manual and other resources will be posted on the Controller Operations Division's (COD) web site at <https://cod.nfc.usda.gov/UtilityBill/UtilityBill.html> before training begins. Users **must** update their profile in AgLearn (Exhibit 2) and register for AXIS training (Exhibit 3). Registration for AXIS training opened October 15, 2013. There is limited space for each session so timely registration is recommended. Users will **not** be granted access to AXIS until they have submitted a completed AXIS User Request Form (Exhibit 4) and attended training. Exhibit 4 can be handwritten or accessed electronically from COD's web site.

When completing Exhibit 4, County Office users will submit "CE" as the agency and State Office users will submit "FA" as the agency on the form. If users need both State and county access, submit 1 Exhibit 4 for "CE" and 1 for "FA".

Registration in AgLearn and completed security form (Exhibit 4) **must** be submitted no later than **November 15, 2013**.

Disposal Date	Distribution
February 1, 2014 10-31-13	State Offices; State Offices relay to County Offices

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1 AgLearn Training and Ameresco Access Form (Continued)

D Contacts

County Offices with questions about this notice should contact the State Office. State Offices with questions about this notice should contact either of the following:

- Samantha Hoffmann by either of the following:
 - e-mail at **samantha.hoffmann@kcc.usda.gov**
 - telephone at 816-926-1446
- Marsha Stevens by either of the following:
 - e-mail at **marsha.stevens@kcc.usda.gov**
 - telephone at 816-926-6288.



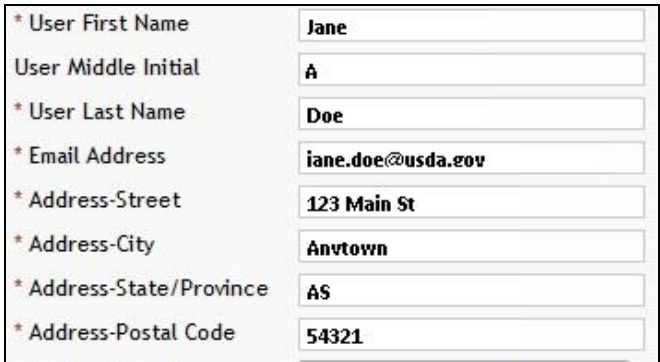
Incremental Utility Service Provider (USP) Schedule

UTVN is being replaced by Ameresco, using Ameresco's AXIS payment system. UTVN is scheduled to be decommissioned in December 2013. Incremental implementation is by State, as follows. FSA Kansas City will provide OCFO the lines of accounting based on what is already loaded in UTVN and/or TUMS.


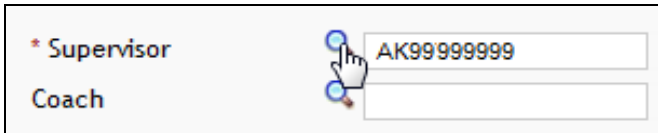
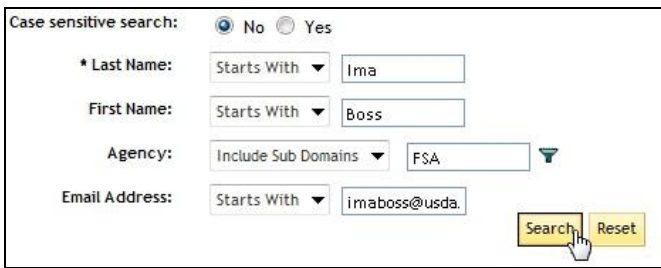
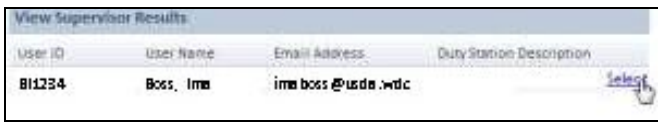


Incremental USP Implementation					
Increment	Send Line of Accounting to USP's	Effectuated States	Go Live Dates	Number of Effectuated USDA Utility Accounts	Number of Effectuated USP's
1	November 12	AL, AR, CT, DE, FL, GA, IA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NH, NJ, NY, OH, PA, PR, SC, TN, VA, VI, VT, WI, WV	December 9, 2013	5043	1072
2	December 11	AZ, CO, KS, MT, ND, NE, NM, OK, SD, TX, UT, WY	January 7, 2014	4890	828
3	January 3	AK, CA, GU, HI, ID, NV, OR, WA	January 27, 2014	5591	701

Updating AgLearn Talent Profiles

Many functions within AgLearn, such as notifications and approvals, **cannot** operate properly without specific ID data about each user. AgLearn must have user's e-mail address and user's current supervisor's name properly recorded to receive e-mails from AgLearn and to approve training requests. The following procedure illustrates how to enter or update user's e-mail address and select user's current supervisor in AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov/ .
2	From the AgLearn Home Page, CLICK "User's Name" link. 
3	In the upper right corner of the Contact Information section, CLICK "Edit" icon to edit or add contact information, such as user's e-mail address. 
4	In the "Email Address" field, enter the e-mail address where user wants to receive their AgLearn notifications (IDP approvals, SF-182 approvals, training notices, etc.), and CLICK "Save". Note: Do not attempt to update any address data here. Data entered here may be overwritten by the nightly HRD feed. If a permanent change is required, contact HRD representative. 

Updating AgLearn Talent Profiles (Continued)

Step	Action
5	<p>Scroll down to the “Employee Information” section and CLICK “Edit” icon to edit or add employee information, such as user’s supervisor.</p> 
6	<p>CLICK “Supervisor” radio button to launch the search window.</p> 
7	<p>Enter user’s supervisor’s last name, first name, and/or e-mail address, and CLICK “Search” to view the results window.</p> 
8	<p>Locate user’s supervisor in the window and CLICK “Select” link.</p> 
9	<p>CLICK “Save”.</p> 
10	<p>Review the “Contact Information” and “Employee Information” sections to ensure that data has been entered correctly.</p>
11	<p>CLICK “Home” tab to return to the AgLearn Home Page.</p> 

AgLearn Training Registering and Training Dates

To expedite registering for the Ameresco AXIS training, users should do the following:

- log into AgLearn at **<http://www.aglearn.usda.gov/>**
- search the AgLearn Catalog for “**Ameresco AXIS**”
- CLICK “**View Course Dates**”
- CLICK “**Register**” next to the desired session
- CLICK “**Confirm**”.

A system-generated registration notification e-mail, including webinar information, will be received from AgLearn.

The following table provides dates that AXIS will start being used, training dates, and training times.


State	Go Live Dates	Training Dates	Training Times
AL, AR, CT, DE, FL, GA, IA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NH, NJ, NY, OH, PA, PR, SC, TN, VA, VI, VT, WI, WV	December 9	December 3, 4, 5, 10, and 11, 2013	All webinar training sessions are scheduled for 11 a.m. and 2 p.m. e.t.
AZ, CO, KS, MT, ND, NE, NM, OK, SD, TX, UT, WY	January 7	January 7, 8, 9, and 14, 2014	
AK, CA, GU, HI, ID, NV, OR, WA	January 27	January 21, 22, and 28, 2014	

AXIS User Request Form

Users will **not** be granted access to AXIS until they have submitted the following form. Completed forms **must** be submitted no later than **November 15, 2013**. This form can be handwritten or accessed electronically from COD's web site at <https://cod.nfc.usda.gov/UtilityBill/UtilityBill.html>.

In the "User Information" section, "Agency" block, County Office users shall enter "CE" and State Office shall enter "FA".

Note: If users need both State and county access, submit 1 form for "CE" and 1 form for "FA".

 AXIS User REQUEST Form	
Instructions: Users needing access to AXIS will need to complete this form in its entirety. After the form has been completed and contains appropriate signatures, FAX to 303-235-7493 or e-mail to michelle.santiago@usda.gov . For questions about this form, call 504-426-5134 or e-mail Michelle Santiago at michelle.santiago@usda.gov .	
USER INFORMATION	
Name (<i>Last, First, MI</i>):	
Agency:	Title:
E-mail:	Phone:
ACTION REQUESTED	
Access (Check only one): <input type="checkbox"/> Add User <input type="checkbox"/> Delete User <input type="checkbox"/> Modify User Profile (such as updating hierarchy access level)	
ACCESS LEVEL REQUESTED	
ALL USERS WILL BE GIVEN AGENCY LEVEL ACCESS	
USER ACKNOWLEDGEMENT	
<i>I certify information provided on this form has been reviewed for accuracy and completeness.</i>	
Signature of User:	Date:
AUTHORIZING OFFICIAL	
Name (<i>Last, First, MI</i>):	
Agency:	Title:
E-mail:	Phone:
<i>I approve this user for access to Ameresco's AXIS system.</i>	
Authorizing Official's Signature:	Date: